

# Order Transcripts

## Summary

How to order transcripts from A-B Tech

## Instructions for Ordering Transcripts

Detailed instructions for ordering and paying for transcripts can be found on our website at [abtech.edu/transcripts](http://abtech.edu/transcripts).

Select "[Order and Pay for Transcripts](#)", then select "**Ordering your own credentials or academic records**" or log in with your existing Parchment username and password.

The site asks you to include your student ID number. As long as your other personal information is correct, your student ID number is not required in order to process your transcript request.

## Unofficial Transcripts

An unofficial transcript is available in Self-Service. Please see the link below for instructions on how to access your unofficial transcript.

[View Unofficial Transcript Online](#)

If you graduated before we started using online student accounts or no longer have access to Self-Service, contact our Registrar's Office at registrar@abtech.edu for a copy of your unofficial transcript.

**Key Words:** transcripts, transcript, ordering, order transcripts, fees, unofficial transcript, official transcript, in-person

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